

Bureau of Children & Adult Licensing  
On Line-Application Instructions to Log into One Stop  
3/27/2012

**There is a one-time set up to access the website that is necessary. Keep the login and password for your renewal transactions in the future.**

You will be leaving the Department of Human Service's website and the following directions will be helpful to navigate through the application process.

If you need assistance with the login process, please call the Customer Assistance Center (CAC) at 1-877-766-1779 (Monday-Friday 7:00 am to 6:00 pm EST)

Below is a one page instructional guide to log into One Stop to locate the child care applications; if you would like a more thorough instructional guide with screen prints, refer to page 3.

### **Quick Instructions.**

1. Go to [www.michigan.gov/business](http://www.michigan.gov/business)
2. Click on “Start & Register” in the center of the page, which will take you to the One Stop Registration page.
3. For your login ID, enter your last name, first initial and any 4 numbers. Fill out the other required information, and click “submit”. The system will inform you that you will receive an email with temporary password momentarily. Be sure to enter the 5 digit security number in the box.
4. Once you have received the 2<sup>nd</sup> email with your login ID and password you are now ready to log into One Stop. (Click on the first link that you received in your email and it will take you to the correct web address OR click on this website at <http://www.michigan.gov/business> Enter your login ID and the password that was emailed to you, and click “login”
5. You will then be taken to the Reset Password screen. Copy and paste the password that was emailed to you in the “Input old password” field, then create and enter a new password into the “Input new password” field. Click “Change Password”.
6. A series of security questions will appear on the next screen. Answer security questions then click “submit”.
7. Once you have entered your security questions and they are successfully submitted, you will be taken to a “Congratulations” screen. Click “Continue”.
8. Next is the “Terms and Conditions” screen. Read this and click “Accept” if you agree.
9. Click on Accept the Terms and Conditions.
10. Refer to the box marked “For Individuals and Service Providers” Click the “Go” box.
11. Refer to the Individual/Professional Licenses and One Time Permits Box and click on the “Go” button.
12. Type in “child” and select applicable application type.
13. Refer to page 16 below for instructions regarding making online payment.

## **Instructions with screen prints:**

Go to [www.michigan.gov/business](http://www.michigan.gov/business) website.

This link will bring you to the State of Michigan Single Sign on webpage.

Click on the “**register**” button on the right hand side.

The screenshot shows a Windows Internet Explorer browser window titled "Michigan Business One Stop- Login". The address bar displays "https://onestop.michigan.gov/". The page features a green header with navigation links: "One Stop Home", "Help", "Contact Us", and "FAQs". Below the header, a large blue banner reads "welcome to the michigan business one stop. your one stop for doing business in michigan!". The main content area is divided into two sections: "Login" on the left and "Register" on the right. The "Login" section includes instructions to enter a Login ID and Password, a note about existing users, a legend for required fields (\*), and input fields for "Login ID" and "Password", both marked with a red asterisk. A "Login" button is positioned below these fields. At the bottom of the "Login" section, there is a link for "Need Password" with the text "If you have forgotten your password, click Need Password. One Stop will email you a new, temporary password." The "Register" section includes instructions for new users and a "Register" button.

**Login**

To login, please enter your Login ID and Password.

If you have already created a Login ID using the state's Single Sign-on application, continue to use that Login ID here.

\* = Indicates required fields

Login ID \*

Password \*

If you have forgotten your password, click Need Password. One Stop will email you a new, temporary password.

**Register**

If you are new to One Stop, Click Register to create your Login ID and Password.

Fill in the necessary fields requested (see below). Once all fields have been filled out, click the “submit” button (see below).

The screenshot shows a Windows Internet Explorer browser window titled "SSO - Windows Internet Explorer". The address bar displays "https://onestop.michigan.gov/onestop-main/OneStop/ssor". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows several links: SSO, CIS Internet, Civil Service web site, Free Hotmail, HRMN Web Site, and Michigan web site. The main content area is titled "One Stop Registration" and contains the following text: "Please provide the information below, then click **Submit** to receive your temporary password. Choose **Clear** to remove information you have entered. Choose **Previous** to return to the Login page. Choose **Quit** to close your browser."

\* Indicates required field

Login ID \* (Enter your last name, first initial, and any 4 numbers-no space between)

First Name\*  Middle Initial  Last Name\*

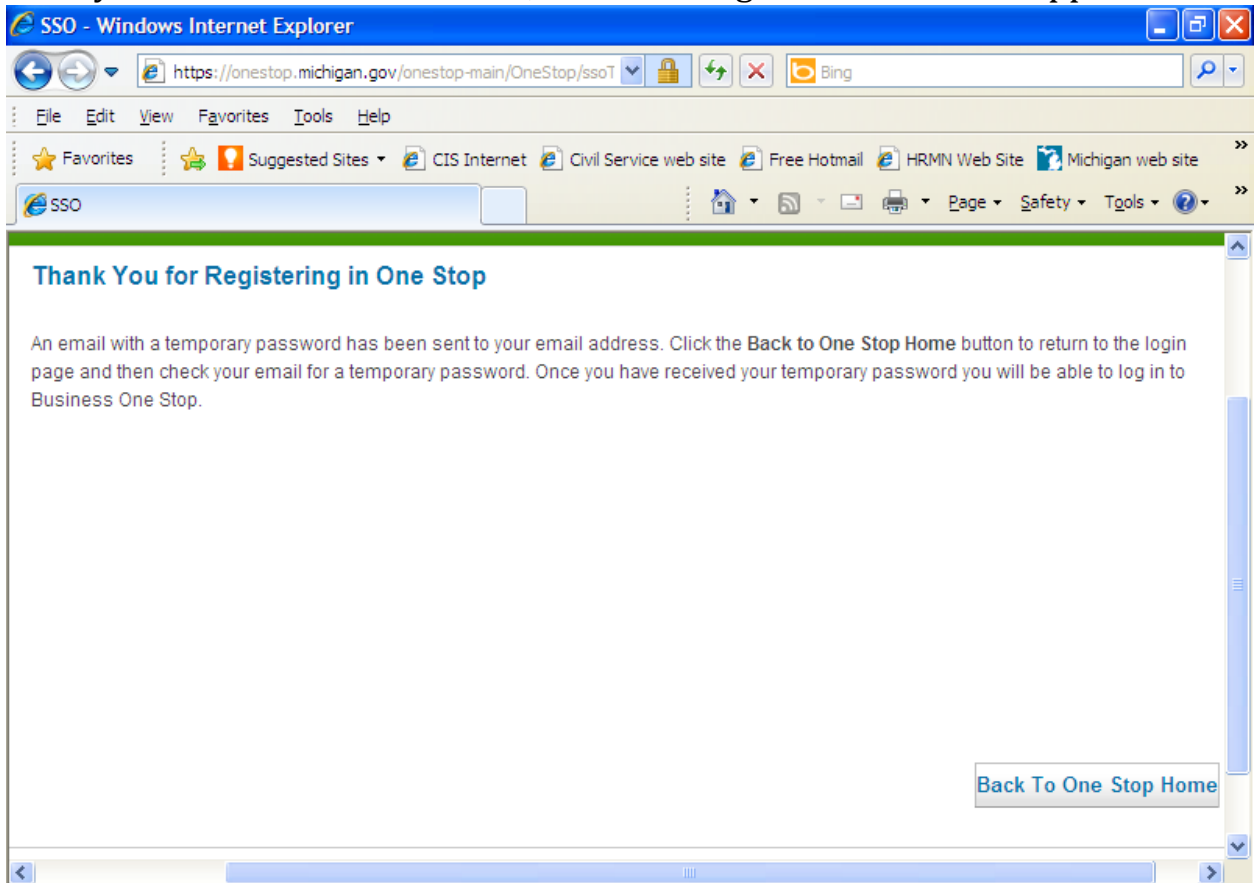
Email Address\*  Confirm Email Address \*

Work Phone Number \* (111-222-3456)  
 -  -

Enter the number as it is shown in the box below \*

At the bottom right of the form are three buttons: "Quit", "Clear", and "Submit".

Once you click the submit button, the following instructions will appear:



Click the box **"Back To One Stop Home"**. This is where you will log into One Stop to retrieve the child care application; however, first you will need to retrieve your password that has been set-up for you. Go to your email and locate the email that has the login and password that has been created for you.

**Your 1st** email will indicate the following:

Sent: Tue, Mar 13, 2012 9:12 am

Subject: Your Request for Access to the Michigan Business One Stop Application

\*\*\*\* THIS IS AN AUTO-GENERATED E-MAIL. PLEASE DO NOT RESPOND DIRECTLY TO THIS EMAIL. \*\*\*\*

Your request for access to the Michigan Business One Stop application has been approved.

The Michigan Business One Stop application link will be available the next time you log into your account.

**Your 2nd** email will provide your login and password. See below:

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[Michigan Business One Stop Users click here to login](#)

[All Other Application Users click here to login](#)

The following new UserId has been created for you:

Owner Name:	John Lang
User Id:	langj2012
Password:	5k4n28gn
Time of service provision:	Mar 13, 2012 11:04:57 EDT

If you are a new Single Sign On account user and have any problems accessing your account, please contact the State of Michigan's Client Service Center at 241-9700 or

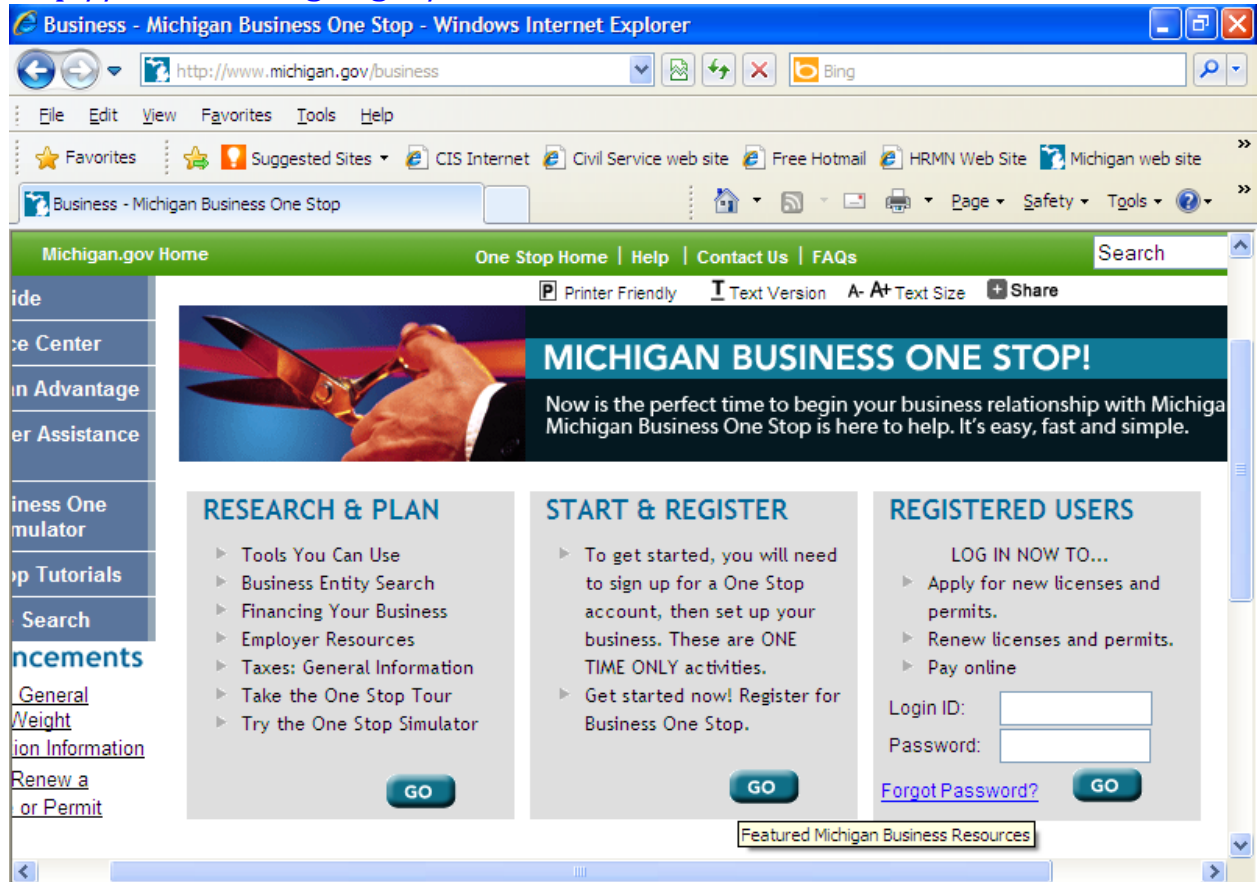
Michigan Business One Stop clients only - If you have any problems accessing your One Stop account please contact the Customer Assistance Center at 877-766-1779.

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Please check your spam mail folder if you do not receive the password within a few minutes.

Once you have received the 2<sup>nd</sup> email with your login ID and password you are ready to log into One Stop. Click on the first link within the email and it will take you to the screen below OR go to

<http://www.michigan.gov/business>



Refer to the email to obtain the “UserID information” and copy and paste the password into the password box.

You will be required to change your password. Paste the password into the “Input Old Password” box. Type in a “New Password” and “Confirm” new password. Click on the “change password” box.

Michigan Business One Stop - Expired Password - Windows Internet Explorer

https://onestop.michigan.gov/pkmslogin.form

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites CIS Internet Civil Service web site Free Hotmail HRMN Web Site Michigan web site

Michigan Business One Stop - Expired Password

Michigan.gov One Stop Home | Help | Contact Us | FAQs

## RESET PASSWORD

HPDIA0204W The user's password has expired.

Enter the temporary password sent to you via email in the Old Password field. Enter a new password created by password rules listed. Re-enter your new password in the Confirm Password field. Click **Change Password** to be taken to the One Stop Home Page.

Change password for testingc2012

Input old password

Input new password

Confirm new password

**Change Password**

**Password rules are:**

1. Minimum password length is 8
2. Password must contain at least one letter and one number
3. Passwords are case sensitive
4. Maximum number of repeated characters is 2



This will bring you to Change Challenge/Response Answers: Fill in the boxes as requested. Click the “Submit” box at the bottom when filled in.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://onestop.michigan.gov/onestop-main/OneStop/one!>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows links to CIS Internet, Civil Service web site, Free Hotmail, HRMN Web Site, and Michigan web site. The main content area is titled "SSO" and contains a login form. The form has a "Login ID\*" field with the text "testingc2012" entered. Below this is a instruction: "Enter answers and confirm answers and click submit. You must provide an answer for each challenge." The form then presents four challenges, each with a question, an "Enter your answer to the question" field, and a "Confirm your answer to the question" field. The challenges are: 1. "What is your fathers middle name?", 2. "What is your mothers maiden name?", 3. "What is the name of the city in which you were born?", and 4. "What are the last four (4) digits of your social security number?". Each challenge's answer field is preceded by a red asterisk. At the bottom right of the form are three buttons: "Quit", "Clear", and "Submit".

SSO - Windows Internet Explorer

https://onestop.michigan.gov/onestop-main/OneStop/one!

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites CIS Internet Civil Service web site Free Hotmail HRMN Web Site Michigan web site

SSO

Login ID\*

testingc2012

Enter answers and confirm answers and click submit. You must provide an answer for each challenge.

What is your fathers middle name?

Enter your answer to the question Confirm your answer to the question

\* [ ] \*

What is your mothers maiden name?

Enter your answer to the question Confirm your answer to the question

\* [ ] \*

What is the name of the city in which you were born?

Enter your answer to the question Confirm your answer to the question

\* [ ] \*

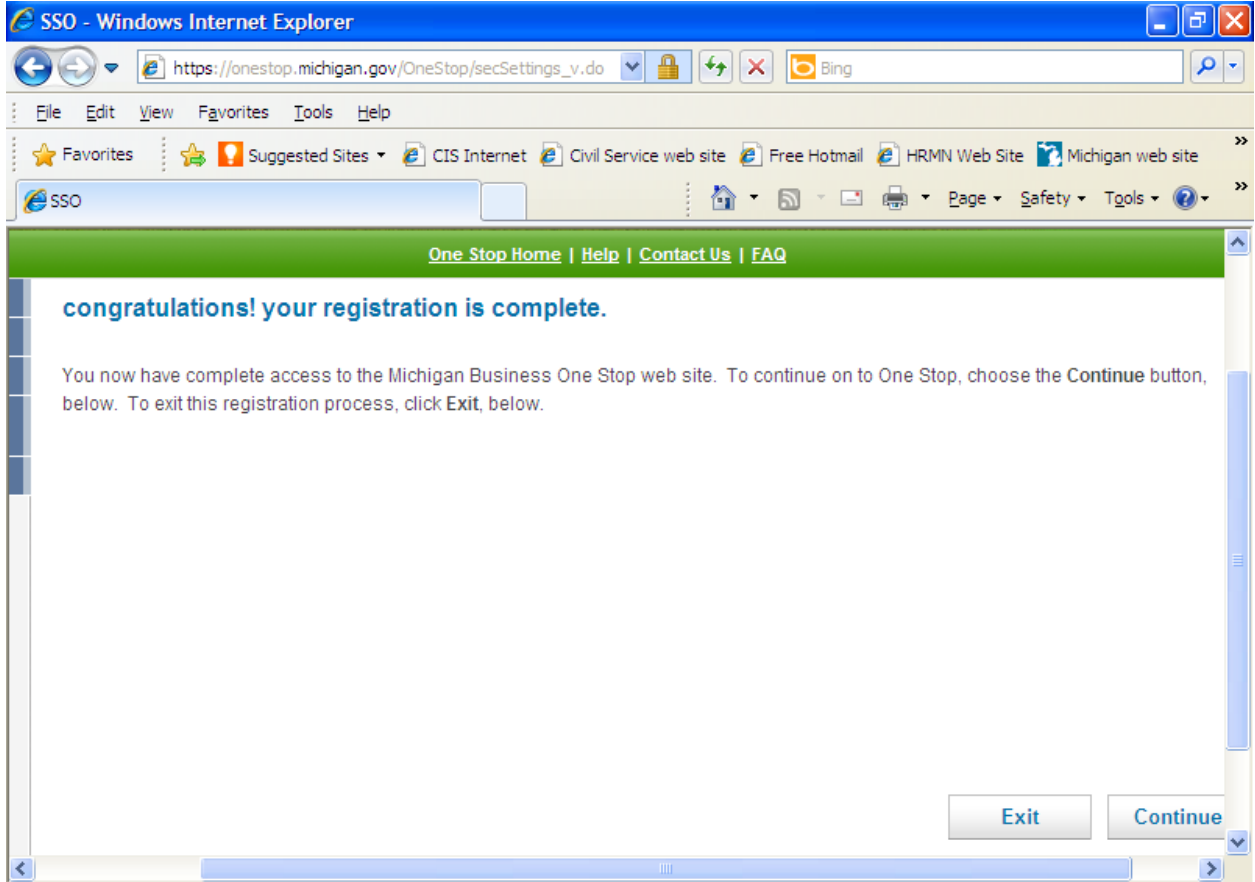
What are the last four (4) digits of your social security number?

Enter your answer to the question Confirm your answer to the question

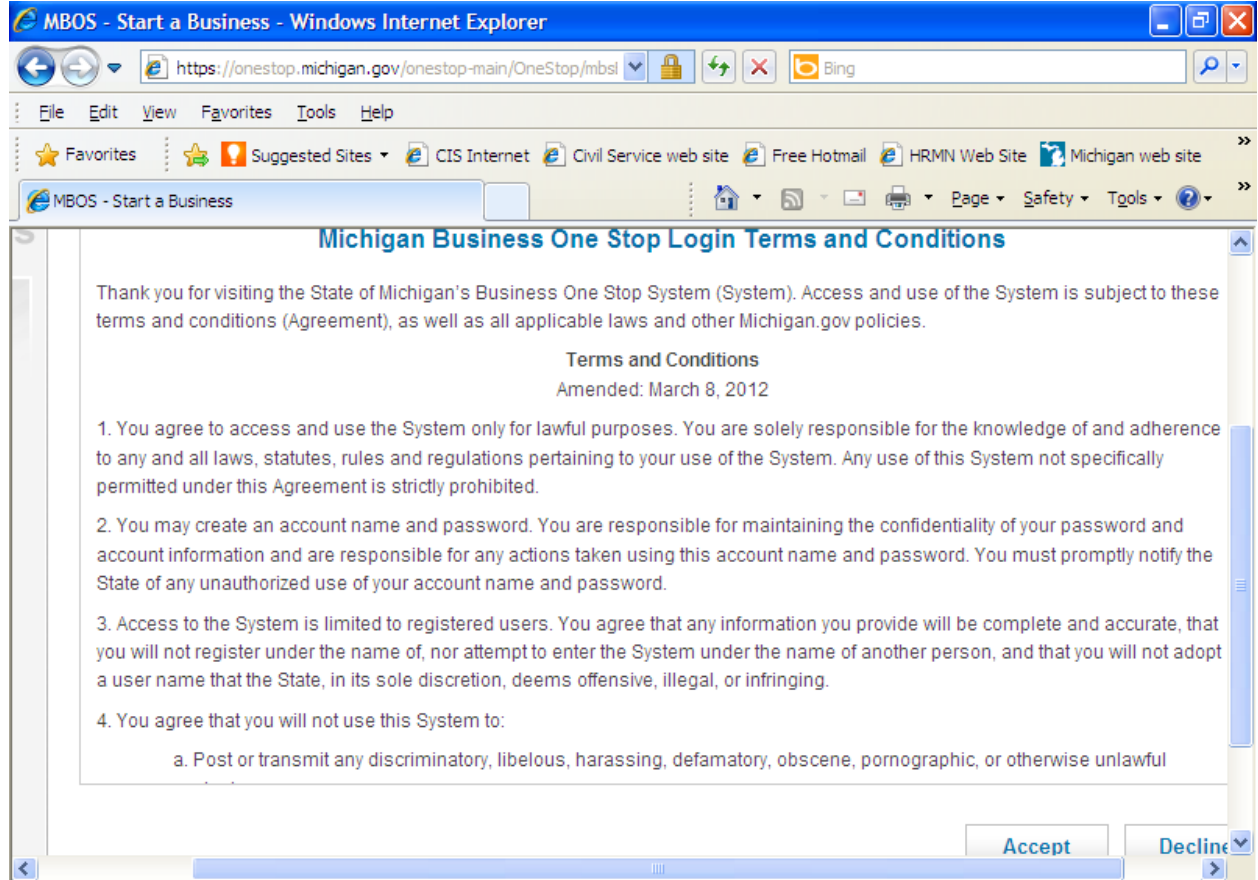
\* [ ] \*

Quit Clear Submit

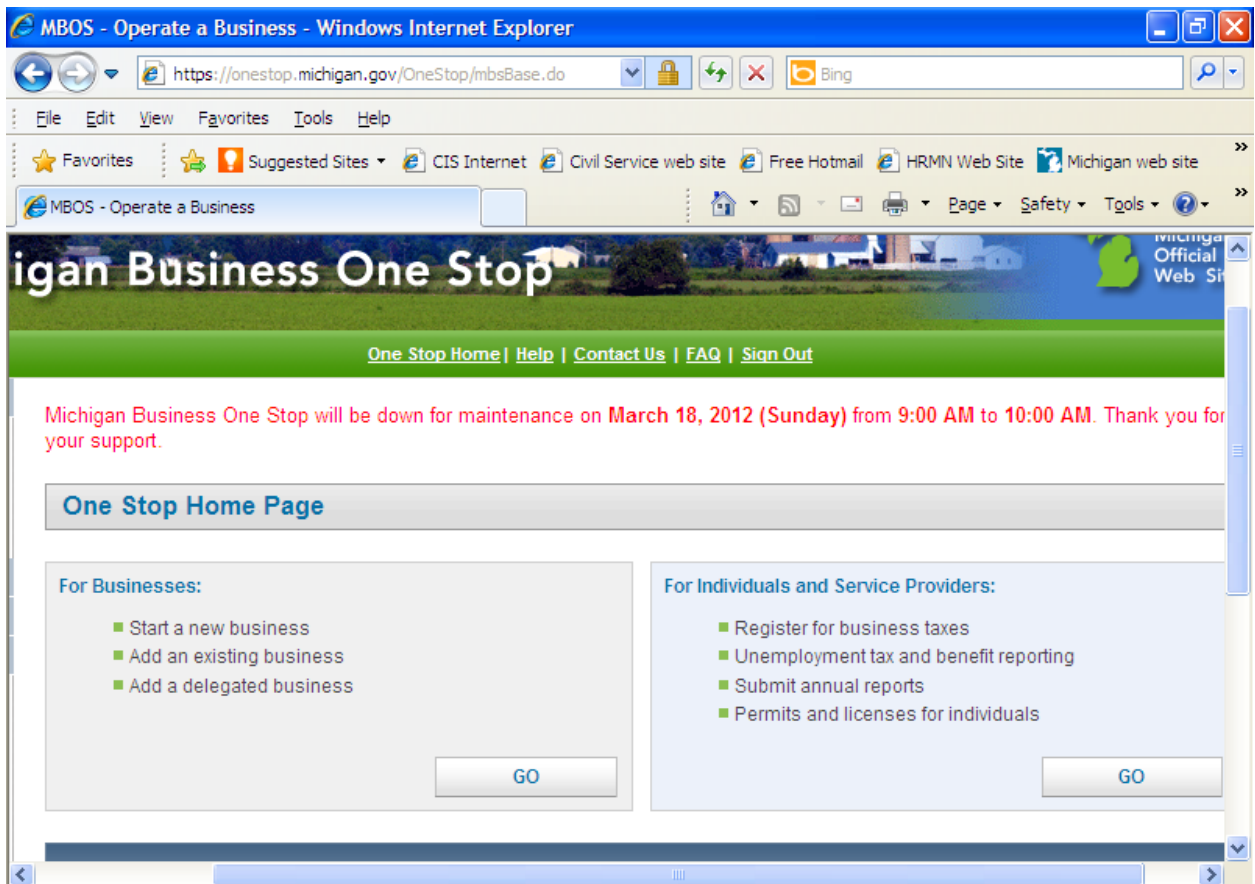
Click the “continue” button.



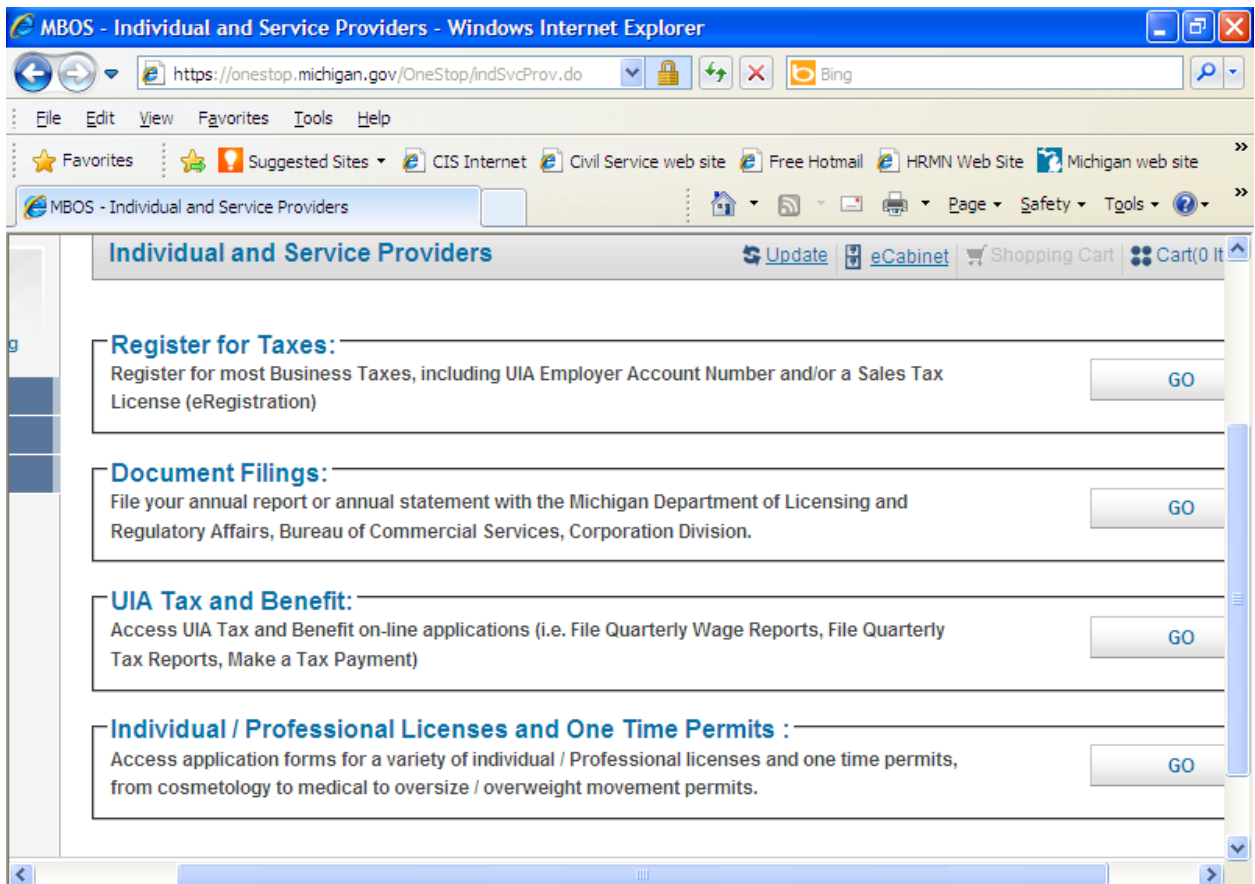
Press the Accept button.



Refer to the box marked “For Individuals and Service Providers” Click the “Go” box.

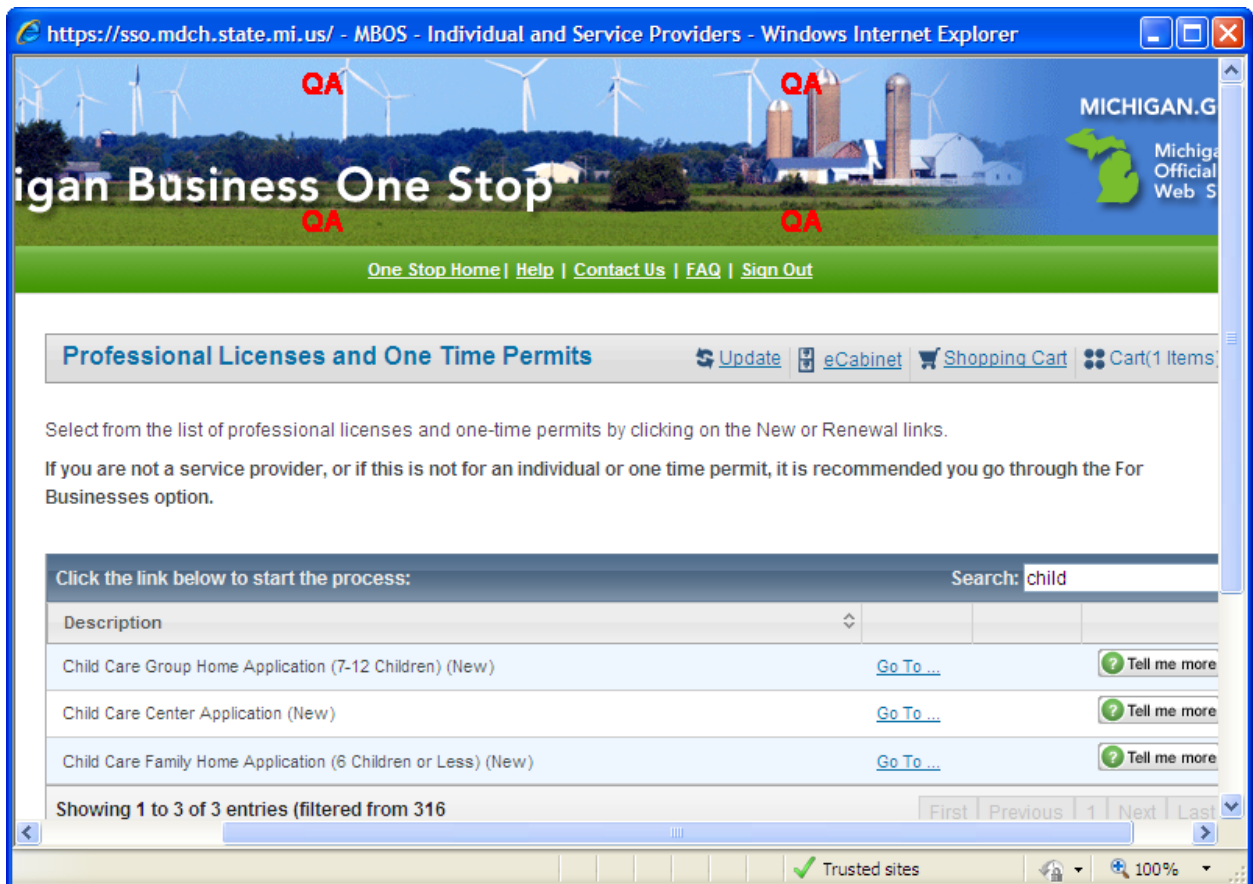


Refer to the Individual/Professional Licenses and One Time Permits Box and click on the “Go” button.



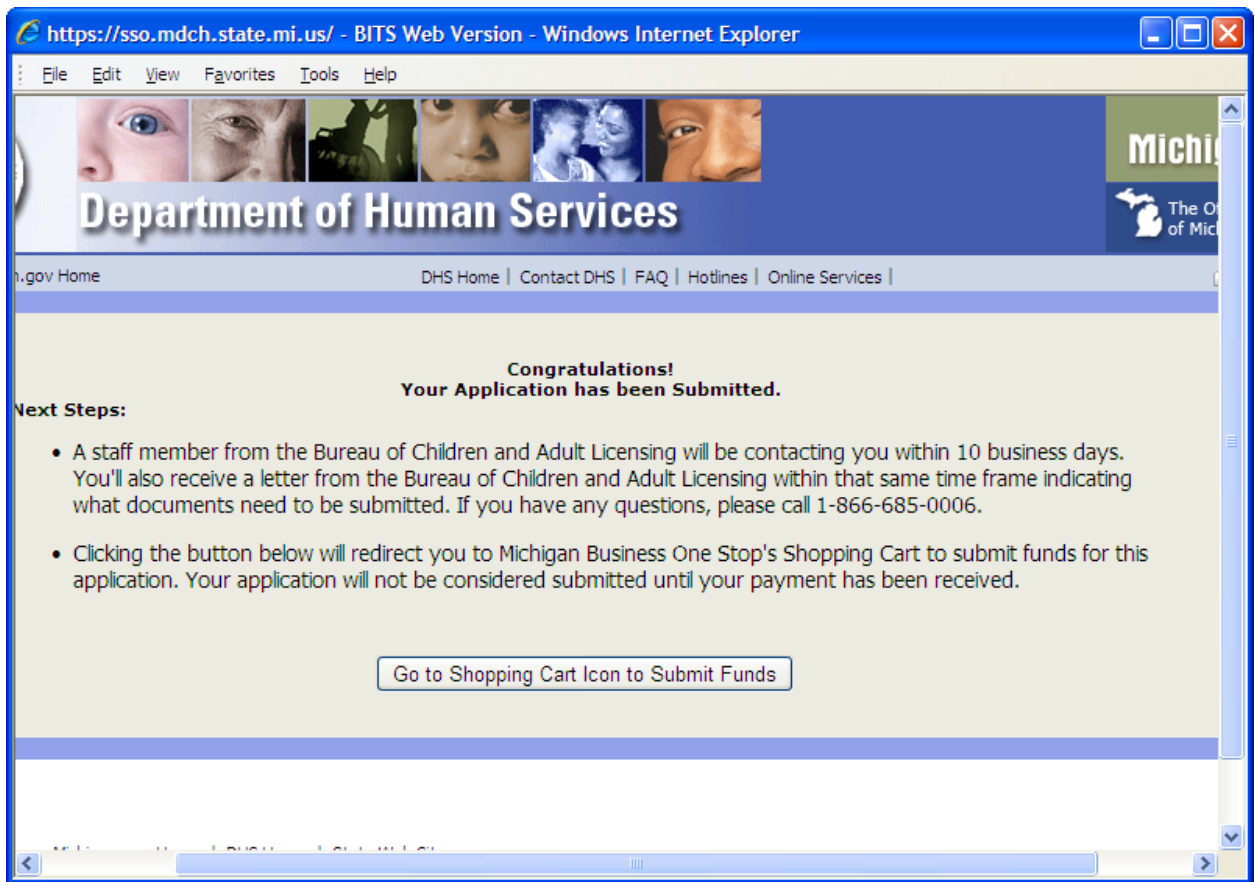
In the “search” box type in “child”. Determine which type of child care you wish to open: Child Care Family Home (6 children or less) (New), Child Care Group Home Application (7-12 Children) (New) and Child Care Center Application (New). If additional assistance is necessary in determining which type of facility you wish to become licensed/registered for click on the “?Tell me more box”.

Once you have determined which type of child care you wish to have, click on the “Go To” button.



This will bring you to the first page of the application. Continue through the application, fill out applicable fields, and print out applicable documents and submit the application for payment.

Click to “Go to Shopping Cart Icon to Submit Funds” and click on this button.



Refer to the gray line below for a shopping cart (like at a grocery store)  
Now click on the Shopping Cart Icon to make your payment.

https://sso.mdch.state.mi.us/ - MBOS - Individual and Service Providers - Windows Internet Explorer

**Michigan Business One Stop** MICHIGAN.GOV Michigan's Official Web Site

[One Stop Home](#) | [Help](#) | [Contact Us](#) | [FAQ](#) | [Sign Out](#)

**Professional Licenses and One Time Permits** [Update](#) [eCabinet](#) [Shopping Cart](#) [Cart\(2 Items\)](#)

Click from the list of professional licenses and one-time permits by clicking on the New or Renewal links.

If you are not a service provider, or if this is not for an individual or one time permit, it is recommended you go through the For Businesses option.

Click the link below to start the process: Search:

Description	New	Renewal	Tell me more
Athletic Trainer Educational Limited	<a href="#">New</a>		<a href="#">? Tell me more</a>
Certified Public Accountant - Licensed to practice	<a href="#">New</a>	<a href="#">Renewal</a>	<a href="#">? Tell me more</a>
Craft Dealer	<a href="#">New</a>	<a href="#">Renewal</a>	<a href="#">? Tell me more</a>
Marriage & Family Therapist by Endorsement	<a href="#">New</a>	<a href="#">Renewal</a>	<a href="#">? Tell me more</a>

Trusted sites 100%



Select the application that you wish to pay for by clicking the box. Click down the icon in which Payment methodology you wish to make. Visa, Mastercard and personal checking accounts are accepted (Discover and American Express are not accepted). Click on the “Checkout” box.

https://sso.mdch.state.mi.us/ - MBOS - Start a Business - Windows Internet Explorer

Select Items Enter Billing Information Review and Pay Payment Result

### Shopping Cart [? Tell me more](#)

Delete	Select	License/Permit Description	License/Permit Number	Pay by Date	Cost
	<input checked="" type="checkbox"/>	Last, Name - Child Care Family Home Application (6 Children or Less) (New)	N/A	05/11/2012 15:04:34	\$50.00
	<input checked="" type="checkbox"/>	Adf, Adf - Child Care Family Home Application (6 Children or Less) (New)	N/A	05/15/2012 14:55:57	\$50.00

Selected Total : \$ 100.00

Payment Method: \*

Trusted sites 100%

Type in the applicable boxes to make your payment.

https://sso.mdch.state.mi.us/ - MBOS - Start a Business - Windows Internet Explorer

Welcome:  
Christina M Schaefer

Select Items Enter Billing Information Review and Pay

### Shopping Cart: Credit Card Payment Information

Shopping Cart: Credit Card Payment Information

#### Billing Information

\* = Indicates a required field

Business or Personal Credit Card \*

☐ Business / Company Credit Card  
☒ Individual / Personal Credit Card

(As appears on credit card)

Name: \* Christina M \* Schaefer  
First Name Middle Initial Last Name

Card Number: \*   
Card number should be 16 digits only, no spaces and dashes

Card Type: \* Select card type

Expiration Date : \* Month Year

Security Code (CVV): \*  [click for example](#)

Trusted sites 100%

Review payment information and click “make payment”.

https://sso.mdch.state.mi.us/?dispatchCommand=Continue - MBOS - Start a Business - Windows Internet Explo...

Total: \$ 100.00

**Billing Information**

Name: Christina M Schaefer

Card Number: \*\*\*\*\*1111

Card Type: VISA

Expiration Date : 5/ 2012

Security Code (CVV): \*\*\*

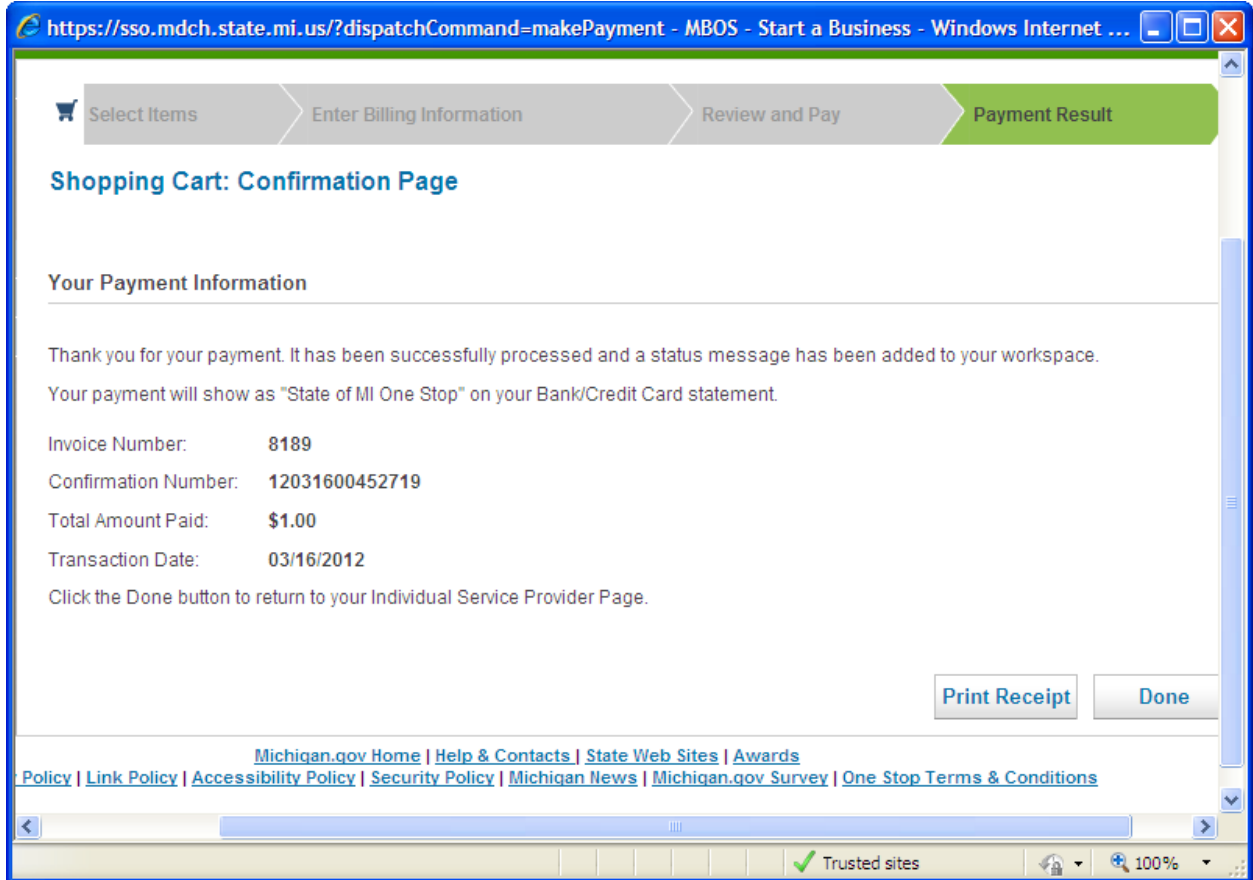
Back Make Payment

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Done Trusted sites 100%

Print a copy of your receipt for your records.



The department will notify you of the additional documents that are needed within the 10 business days. Review the printout of your application. Note that documents within the application require additional action for you to take.